

4.II ANALYZE WHY YOU DID NOT GET A JOB

What to Know

There are many factors that can prevent you from getting a job, such as:

- Sometimes the company decides not to hire anyone, or hires someone with more experience;
- Sometimes they hire from within the company;
- Sometimes your style does not fit the style they want; or
- Sometimes you are overqualified and the interviewer believes you will not stay with the company.

Rejections are part of the process and you should not get discouraged. Don't take it personally—sometimes the company's decision has nothing to do with you. But you should learn from every interview how to improve your interview skills. In that way, you can keep your self-esteem and improve your chances for success.

Look at the following list of factors, and think about how many of them are in your control. Start now, and work on the ones that you can get under control as you prepare for your interview.



A turn in the road is not the end of the road unless you fail to make the turn.

WHAT WENT WRONG	WAYS TO IMPROVE
1. Poor manner and self-presentation, ranging from being arrogant to a poor handshake.	1. Follow guidelines for verbal and nonverbal interaction and for listening.
2. Poor personal appearance and careless dress.	2. Follow appearance guidelines.
3. Lack of enthusiasm and interest or no evidence of initiative.	3. Use voice expression and nonverbal cues.
4. Lack of clear goals or ambition.	4. Link skills to position, emphasize your career.
5. Poor speech habits or inability to express self.	5. Practice answers so you use good grammar and improve your oral presentation.
6. Lack of preparation. Failure to research the company. Inability to ask intelligent questions or make intelligent comments.	6. Research the company, practice answering questions. Ask informed questions about the job and the company.
7. Failure to look at interviewer or demonstrate interest.	7. Use body language guidelines.
8. Unrealistic salary demands or more interest in salary than opportunity.	8. Research and emphasize a realistic salary.
9. Inability to relate skills and knowledge to job or indefinite responses to questions.	9. Prepare and practice answers to anticipated questions. Emphasize your transferable skills.
10. Negative comments about previous employers or exhibiting friction with various types of authority.	10. Consider and practice answers about work experience and your relationship to supervisors and organizations.
11. Lack of interest in company/industry.	11. Research company/industry.
12. Weak excuses or hedging about unfavorable information in background.	12. Better prepare yourself to deal with prior problems. Acknowledge mistakes, talk about learning from them, present a positive picture.
13. Unwillingness to start where needed and working your way up.	13. Emphasize that you want the job and are willing to make a commitment.
14. Lack of knowledge in specialized areas.	14. Practice answers to anticipated questions so you can reveal your specialized knowledge.
15. Poor attitude as illustrated by lack of courtesy, cynicism, strong prejudices or low moral standards.	15. Reconsider how you present yourself. Think before you speak.